



Online Instructions

Renewal of Physician Assistant License

Your Physician Assistant License lapses after December 31, 2022. Licenses that are not renewed before December 31, 2022 will lapse on January 1, 2023. **There is no grace period – it is illegal to work if your License has lapsed.**

The following fees have been established for the Physician Assistant biennial renewal:

- Biennial License Renewal - \$250 (for licenses first issued on or before December 31, 2021).
- Prorated License Renewal - \$125 (for licenses first issued on or after January 1, 2022).
- Inactive License Renewal - \$175 (for licenses first issued on or before December 31, 2022).
- Prorated Inactive License Renewal - \$87.50 (for licenses first issued on or after January 1, 2022).

ACTIVE COLLABORATIVE PLANS:

Physician Assistants who wish to renew and maintain their license in an active status must have an active collaborative plan at the time of renewal.

In order to streamline the 2023-2024 renewal process, as long as a copy of an active Collaborative Plan is on file with the division, there is no need to update or “renew” an existing Collaborative Plan. Instead, the Physician Assistant will be required to attest on their license renewal application that they have an active collaborative plan.

Renewals submitted on or after December 31, 2022 are required to be paper applications.

EFFECTIVE DATE OF RENEWED LICENSES:

The effective date of a renewed license will be the date a complete renewal application is filed with the division as determined by 12 AAC 02.920 and 12 AAC 02.940.

LICENSE STATUS:

If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31st of EVEN-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

INACTIVE LICENSES:

You may not practice medicine or write prescriptions in Alaska with an inactive license. Before you renew your license as inactive, please carefully review regulation 12 AAC 40.473 regarding reactivation requirements

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation and supporting documentation, including charging and closing court documents, if applicable.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division’s website at *ProfessionalLicense.Alaska.Gov* under License Search.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

RANDOM AUDIT:

The division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form.

PDMP REGISTRATION:

Providers with a DEA registration number from any state or practice location are required to be registered with the PDMP within 30 days of receiving a license. The PDMP fee was reduced to \$0 which eliminated the need for a separate PDMP Registration number. PDMP registration status will now be indicated on the professional license certificate (if applicable). For more information, please visit *pdmp.alaska.gov*

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

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